



TRANSPORTATION CABINET

Frankfort, Kentucky 40622
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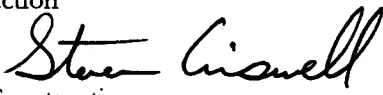
Steven L. Beshear
Governor

Michael W. Hancock, P.E.
Secretary

MEMORANDUM

Construction Memorandum 02-11

TO: Chief District Engineers
District TEBMs for Project Delivery & Preservation
District Section Engineers
Central Office Construction

FROM: Steven Criswell, P.E. 
Director, Division of Construction

DATE: January 27, 2011

SUBJECT: ProjectWise for Storage of Contract Documents

The Division of Construction recently decided to move to an electronic file storage system in an effort to make contract documents readily available to Cabinet employees throughout the state. ProjectWise will be the software system utilized for this endeavor. Every District and Section office throughout the state will need to have access to ProjectWise. This office has created a document outlining specific procedures that must be followed in order to have ProjectWise installed on each computer. A document outlining this procedure has been attached to assist with this task.

Beginning immediately, Central Office Construction will utilize the electronic file storage system for projects that were let on September 17, 2010 and after. Final inspection reports, formal acceptance reports and approved change orders will no longer be stored in SiteManager. These items will now be stored in ProjectWise and a link to this site will be emailed to the appropriate district personnel once the applicable report is available. Everyone is **strongly** encouraged to follow the procedures attached and have ProjectWise installed on their computers. During this transition process, there may be instances where the information will need to be emailed directly to the district personnel. It is the expectation of this office, that all district personnel obtain Project Wise by March 31, 2011.

Additionally, contracts in ProjectWise will have the ability to store numerous other documents other than those previously mentioned. This office will be placing memorandums, shop drawings, subcontracts, claim information, value engineering proposals, construction revisions and etc. in the file. The Division of Construction Procurement will be placing the notice to begin work, certificate of insurance, authority to sign, electronic bid bond and a copy of the signed contract into the ProjectWise folder. The Division of Construction Procurement will notify district personnel once this information is placed into the project folders. This information will be available for district personnel to view at any time.



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For contracts that were let prior to September 17, 2010, this office will continue to handle the storage of the documents in SiteManager and by paper files. There will be exceptions where a field liaison chooses to store the final inspection or formal acceptance report in ProjectWise rather than in SiteManager. This practice will be considered acceptable.

Please contact this office with any questions.

| | | |
|----|---------------|-----------------------------|
| C: | S. Waddle | KAHC |
| | B. Lewis | Central Office Construction |
| | S. Mills-FHWA | PAIKY |
| | T. Merryman | |

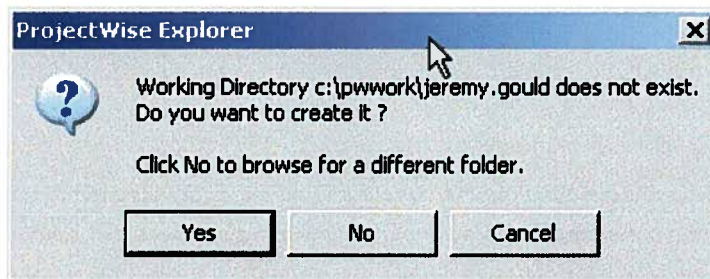
Attachment

HOW TO SETUP PROJECTWISE

1. The following process **MUST** be completed from the machine to receive the new software.
2. Go to <http://dot/webpages/design>
3. Left-Click on <Software Request/Support> tab
4. Left-Click on <Request Highway Design Software>
5. Select <Bentley Software Collection V8i> and <ProjectWise user account>
6. Complete Location, Discipline, and Email address fields.
7. Select <Request Software>

Continue with following steps only after Projectwise Software has been pushed down and installed on your computer.

1. Run the following program to set your ProjectWise Network Configuration (Projectwise will not work until you do this).
 - a. [ProjectWise Network Configuration](#)
2. Logging into ProjectWise, many of you may get the following dialog box. Click "Yes" to create it.



3. When first starting Microstation/InRoads/Bentley Map you may be prompted to run the Product Activation Wizard. When prompted by the following dialog boxes, please fill out as shown in the screenshots below.

Product Activation Wizard

Product Activation Wizard
The Product Activation Wizard assists in the initial activation (licensing) process.

Please select your installation type. Please refer to your system administrator or Bentley Technical Support if you have questions.

☐ SELECT subscriber activating against a hosted (Bentley) SELECT server.

☒ SELECT subscriber with a deployed (local) SELECT server

☐ NON-SELECT or Node Locked user

☐ Evaluation Only - No license information

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Product Activation Wizard

Activating against a SELECT server
Please enter your SELECT server information.

If you are activating against a local SELECT server, you are required to provide the server name and site activation key. If you are activating against Bentley's SELECT server, your server name is provided.

Server Name kycp00w02

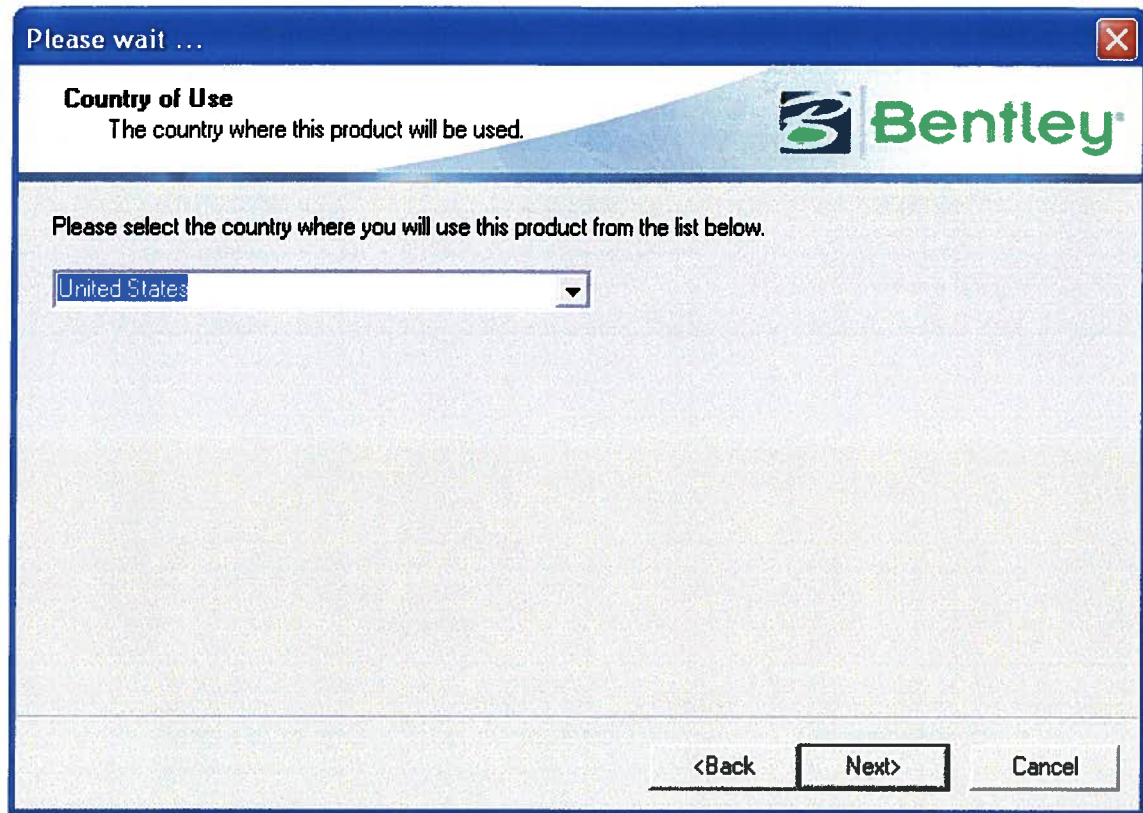
Site Activation Key 1VWD6H9TTPSRLN5

☐ Use HTTPS (SSL)

Proxy... Test Connection

Settings stored for: All Users of this Machine

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4. Below are other things to make note of
 - a. For training on the new software go here....[Training](#). (Scroll to down to see the training)
 - b. If you need AutoTurn and have NOT already requested it, click here....[Request AutoTurn 7](#). AutoTurn will be pushed to your machine via Altiris within a week or two. A notification will be sent beforehand.
 - c. The ArcGIS Connector will also be pushed to your machine within a week or two. Again, a notification will be sent beforehand.
 - d. The spatial locations of the "Archive>Design Plans" currently is not working properly. We will notify you when this issue is resolved.
 - e. We were able to successfully spatially locate the "Projects" under Projects>District ##. Click here to see how this works....[Spatially Located Projects](#)
 - f. There are no longer XM or 2004 workspaces within ProjectWise. As an example, workspaces are now called "KYTCRoadway", as opposed to KYTC Roadway XM or KYTC Roadway 2004.